



National Institute for Occupational  
Safety and Health  
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[Month Day, Year]

SEC Tracking Number: SEC00[ID]

[Name]  
[Street]  
[City, State ZIP]

Dear [Name]:

NIOSH released its evaluation report for your Special Exposure Cohort (SEC) petition. I have enclosed the report in this letter. We also sent the report to the Advisory Board on Radiation and Worker Health (the Advisory Board). The Advisory Board makes recommendations whether the class of workers should become members of SEC. In the report, we proposed the following worker class be added to the SEC:

“[NIOSH recommended class definition or if none, note NIOSH is not recommending a class].”

The above proposed worker class is based on the following:

- [Cite reason from evaluation report summary page].
- [Cite reason from evaluation report summary page].
- [Cite reason from evaluation report summary page].

[Insert a brief paragraph noting any special changes to the class definition and why.]

Now that we submitted the report to the Advisory Board, the Board will:

1. Discuss your petition and our report on [Month Date, Year], during its meeting.
2. Make a recommendation whether to add the class of employees from your petition to the SEC.
3. After the Advisory Board makes a recommendation, it will send the recommendation to the Secretary of Health and Human Services.

The Secretary will then review the NIOSH evaluation report and the Advisory Board's recommendation to make a final decision on whether to add the class of employees in your petition to the SEC. If the Secretary's decision is to add a class, the Secretary will report this decision to Congress. Congress has 30 days to take action on the Secretary's decision. If no action is taken by the end of the 30 days, the Secretary's decision becomes final.

The [Month Date, Year], Advisory Board meeting is a teleconference meeting. It will begin at [Time] ([Specify Time Zone]). This meeting is open to the public. You will have an opportunity comment about this report during the meeting. You can also address the Advisory Board in writing, if you wish. You do not have to participate and may choose to only listen to the meeting. The final agenda for this meeting is not available at this time. When it is available to us, we will send the agenda for this meeting with the call-in number and pass code, should you choose to listen or participate.

If you have any questions about the report or how to address the Advisory Board regarding your petition, please feel free to contact the NIOSH SEC petition counselor, Josh Kinman. During this process, Mr. Kinman can be contacted directly at 513-533-6831 or toll-free at 1-877-222-7570. You can also contact Mr. Kinman by email at [dcas@cdc.gov](mailto:dcas@cdc.gov). Additional information about DCAS and the SEC process can be found on the DCAS Web site (<http://www.cdc.gov/niosh/ocas>).

Sincerely,

Stuart L. Hinnefeld, Director  
Division of Compensation Analysis and Support  
National Institute for Occupational Safety and Health

Enclosure: SEC00[ID] Evaluation Report